

S1

IN PROCESSING BRIEF

- Mailroom Procedures
- TDY Entitlements
- Travel Voucher DD Form 1351-2, dated July 2002
- Settlement Procedures
- Availability of Government Mess
- In processing of USAR and NG soldiers

MAILROOM PROCEDURES

- Mailing address is:

LAST NAME, FIRST NAME MI
NCO ACADEMY Course & Class #
Fort Benning, GA 31905

- Mail is picked up from the Academy mailroom by Branch mail handler from 1200-1230hrs
- Students will report to their Branch operations office as specified by SGLs to pick-up mail.
- Students will receive, from Ops, a notification slip with instructions for mail that must be signed for

TDY ENTITLEMENTS REFERENCES

- JFTR VOL I, chapter 2, part F U2515 and chapter 4
- Military Editorial change U03054 dated 1 Oct 03
- DOD Travel Charge Card Program memorandum dated 23 Apr 03
- Per Diem, Travel and Transportation Allowance Committee
@ www.dtic.mil/perdiem/faqgovmeals.html
- The Joint Federal Travel Regulation with changes is available
@ www.dtic.mil/perdiem/trvlregs.html

TDY ENTITLEMENTS WARNING

IAW JFTR Vol I, U4102, a **member is not entitled to per diem** (per diem includes max lodging, meals and incidental expenses) **for TDY performed within the limits of the present duty station.**

If you are TDY enroute to Fort Benning upon completion of school, report to S1 immediately after this brief

TDY Entitlements

- Government Meal Rate is directed

Government Meal Rate Breakdown

Meal	Discount Meal Rate	Surcharge Amount	Full Meal Rate
BREAKFAST	\$1.40	\$.30	\$1.70
LUNCH	\$2.85	\$.45	\$3.30
DINNER	\$2.85	\$.45	\$3.30
TOTAL	\$7.10	\$1.20	\$8.30

- ~~* On any day that 3 deductible meals are provided without cost to member, only the incidental expense allowance of \$3. is payable~~
* On any day that 3 deductible meals are provided without cost to member, only the incidental expense amount of \$3. is payable

TDY Entitlements

- Lodging on Fort Benning is available at \$28. per night
 - Maximum lodging for Fort Benning (Muscogee County) is \$63.
 - **member will be reimbursed for amount spent, up to \$63.
 - If no room is available on post, a statement of non-availability must be obtained from the lodging office

TDY Entitlements

- Authorized/approved travel by POC, (POV) are entitled to
 - if **TDY & return**: \$0.36 per mile from departed duty station to TDY location
 - if **TDY enroute**: \$0.15 per mile from departed duty station to TDY location
 - \$0.36 per mile, In & Around mileage not to exceed 10 miles per day (need statement of non-availability from NCO Academy)
- Authorized/approved travel by commercial means are entitled to reimbursement of:
 - fares actually paid for local public transportation (at TDY location)
 - when advantageous to government, taxicab fares plus transportation-related tip, and
 - when advantageous to government, the cost of special conveyance between lodging and duty site and between lodging or duty site and DFAC

Reimbursable Expenses

- Personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2. per day, is a separately reimbursable expense

TRAVEL VOUCHER

DD 1351-2, JUL 2002

EXAMPLE

TRAVEL VOUCHER OR SUBVOUCHER			
1. PAYMENT			
<input checked="" type="checkbox"/>	Electronic Fund Transfer (EFT) Amount	<input checked="" type="checkbox"/>	Split Disbursement: Travel Charge Card
<input type="checkbox"/>	Payment by Check		
2. NAME (Last, First, Middle Initial)		3. GRADE	4. SSN
6. ADDRESS:		b. CITY	c. STATE
		d. ZIP CODE	
e. E-MAIL ADDRESS: * AKO PERFERRED*			5. TYPE OF PAYMENT (X as applicable)
			<input checked="" type="checkbox"/> TDY
7. DAYTIME TELEPHONE #			
8. Travel Order #		9. Previous Payments/ Advances	
11. ORGANIZATION AND STATION		\$	
12. DEPENDENTS(S)		13. Dependents' Address on On Receipt of Orders	
<input type="checkbox"/>	ACCOMPANIED	<input checked="" type="checkbox"/>	
		14. Have Household Goods Been Shipped?	
		<input type="checkbox"/>	YES
		<input checked="" type="checkbox"/>	NO

Effective immediately, the Military Depts and Defense Agencies shall implement mandatory split disbursement for military personnel. All expenses of official travel be must separately identified in travel claims.

TRAVEL VOUCHER

DD FORM 1351-2 con't

EXAMPLE

15. ITINERARY				c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	
a. DATE <u>2003</u>	b. PLACE (Home, Office, Base, Activity, City, etc)							
19 Oct	DEP	Enter place departed from, enroute to TDY site			PA			
19 Oct	ARR	Columbia, SC 12345				AD	\$49.00	510
20 Oct	DEP	Columbia, SC 12345			PA			
20 Oct	ARR	Fort Benning, GA 31905				TD	\$810.00	120
18 Nov	DEP	Fort Benning, GA 31905						
18 Nov TDY	ARR	Fort Benning, GA 31905 Long Term						
16. POC TRAVEL (X One) <input checked="" type="checkbox"/> 1 st Accrual				<input type="checkbox"/> OWN/OPERATE	<input type="checkbox"/> PASSENGER	17. DURATION OF TDY TRAVEL		
18. REIMBURSABLE EXPENSES						12 HOURS OR LESS		
a. DATE ALLOWED	b. NATURE OF EXPENSE		c. AMOUNT	d.		MORE THAN 12 HOURS BUT 24 HOURS OR LESS		
19 Oct	LODGING		\$49.00			<input checked="" type="checkbox"/> MORE THAN 24 HOURS		
20 Oct-18 Nov	LODGING		\$810.00					
21 Oct-18 Nov	LAUNDRY		\$58.00			19. Government/Deductible Meals		
21 Oct-18 Nov	IN/AROUND \$0.36 x 300mi		\$108.00			a. Date 31 Oct	b. No. Of Meals 2 Lunch/Dinner	
20a. Claimant Signature PAYROLL SIGNATURE YYYYMMDD			b. Date YYYYMMDD	c. Supervisor Signature PAYROLL SIGNATURE			d. Date	

IN & AROUND MILEAGE Form

EXAMPLE

<u>DATE</u>	<u>Miles</u>	<u>DATE</u>	<u>Miles</u>
22 Oct 03	10	23 Oct 03	8
24 Oct 03	6	25 Oct 03	10
FROM: <u>22 Oct 03</u>	TO: <u>25 Oct 03</u>	TOTAL # of Miles 34	

Claimant Signature
ELIZABETH RIVERA

Date
26 Oct 03

DINING FACILITY

- Dining facilities are available for ANCOG & DSS students
- Schedule will be posted in every classroom and Branch Ops office
- If you are turned away from any dining facility listed on the schedule, get the name of the person turning you away, the DFAC manager's name and annotate the date & time. Turn this information into your SGL or S1.

TDY ENROUTE

Personnel TDY enroute for more than 90 days must provide S1 a copy of your PCS orders in order to avoid disruption of pay

ALL USAR & ARNG
soldiers, report to S1 for
in-processing